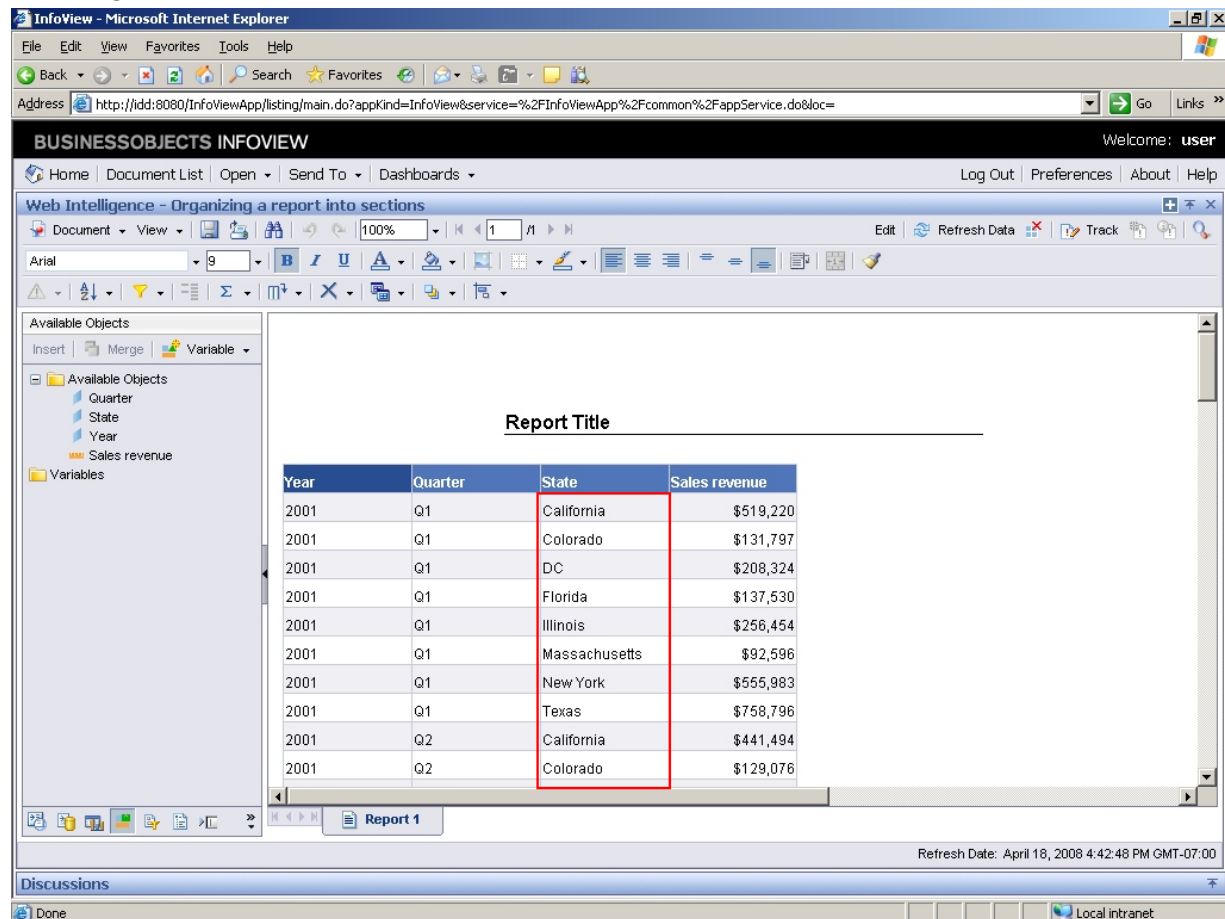


Organizing a report into sections

Procedure

1. Start the transaction using the menu path or transaction code.

Creating a section



The screenshot shows the Business Objects InfoView application in a Microsoft Internet Explorer browser. The main window displays a report titled "Report Title" with the following data:

Year	Quarter	State	Sales revenue
2001	Q1	California	\$519,220
2001	Q1	Colorado	\$131,797
2001	Q1	DC	\$208,324
2001	Q1	Florida	\$137,530
2001	Q1	Illinois	\$256,454
2001	Q1	Massachusetts	\$92,596
2001	Q1	New York	\$555,983
2001	Q1	Texas	\$758,796
2001	Q2	California	\$441,494
2001	Q2	Colorado	\$129,076

The "State" column is highlighted with a red border, indicating it is selected for sectioning. The interface includes a left sidebar with "Available Objects" (Quarter, State, Year, Sales revenue) and a bottom status bar showing the refresh date as April 18, 2008 4:42:48 PM GMT-07:00.

2. Press [Enter] to continue.

In this example, you define the values displayed in the State column as the section headers.

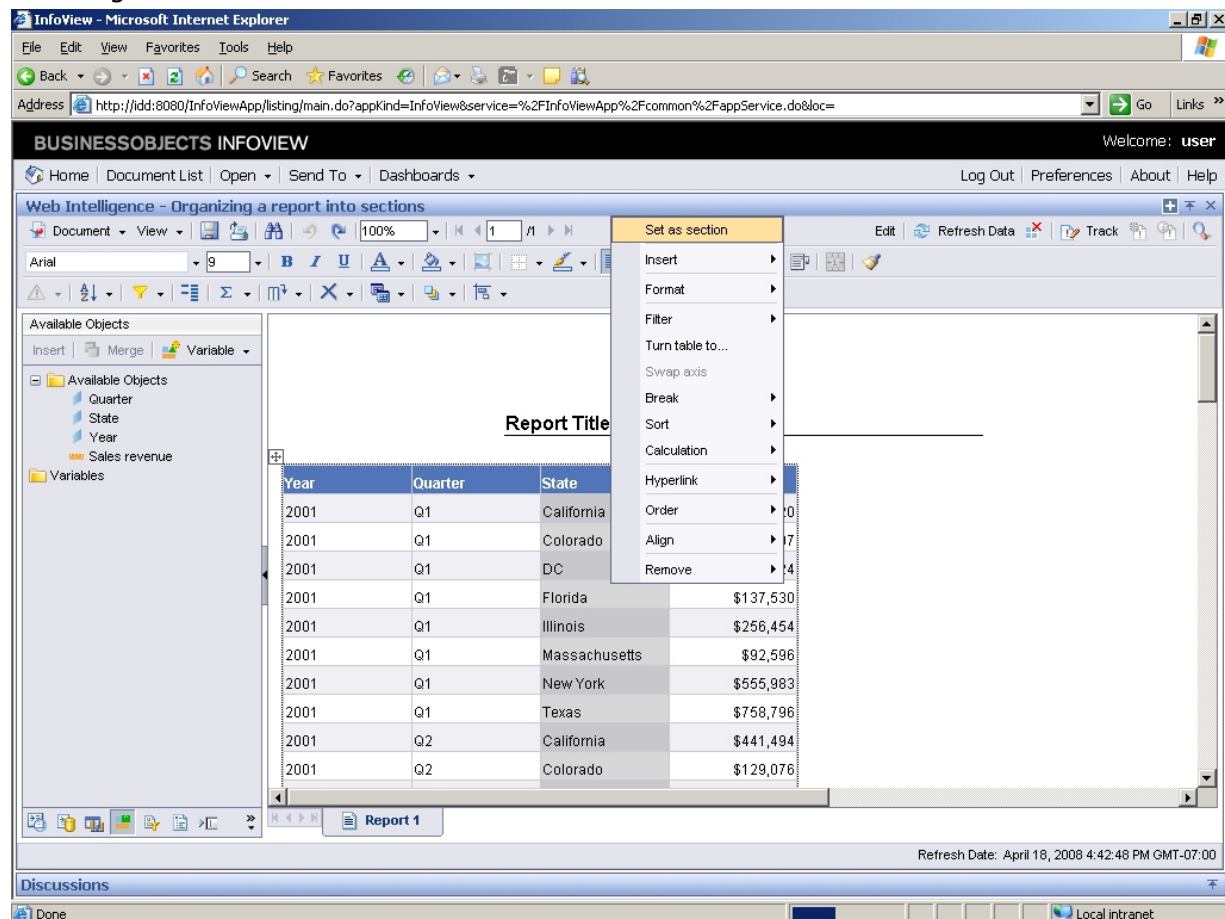
In the application you would normally right-click in the State column. In this

Organizing a report into sections

exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

Creating a section



The screenshot shows the Business Objects InfoView application in a Microsoft Internet Explorer browser. The main window displays a report titled "Report Title" with a table of sales revenue data. A right-click context menu is open over the table, with the "Set as section" option highlighted. The table data is as follows:

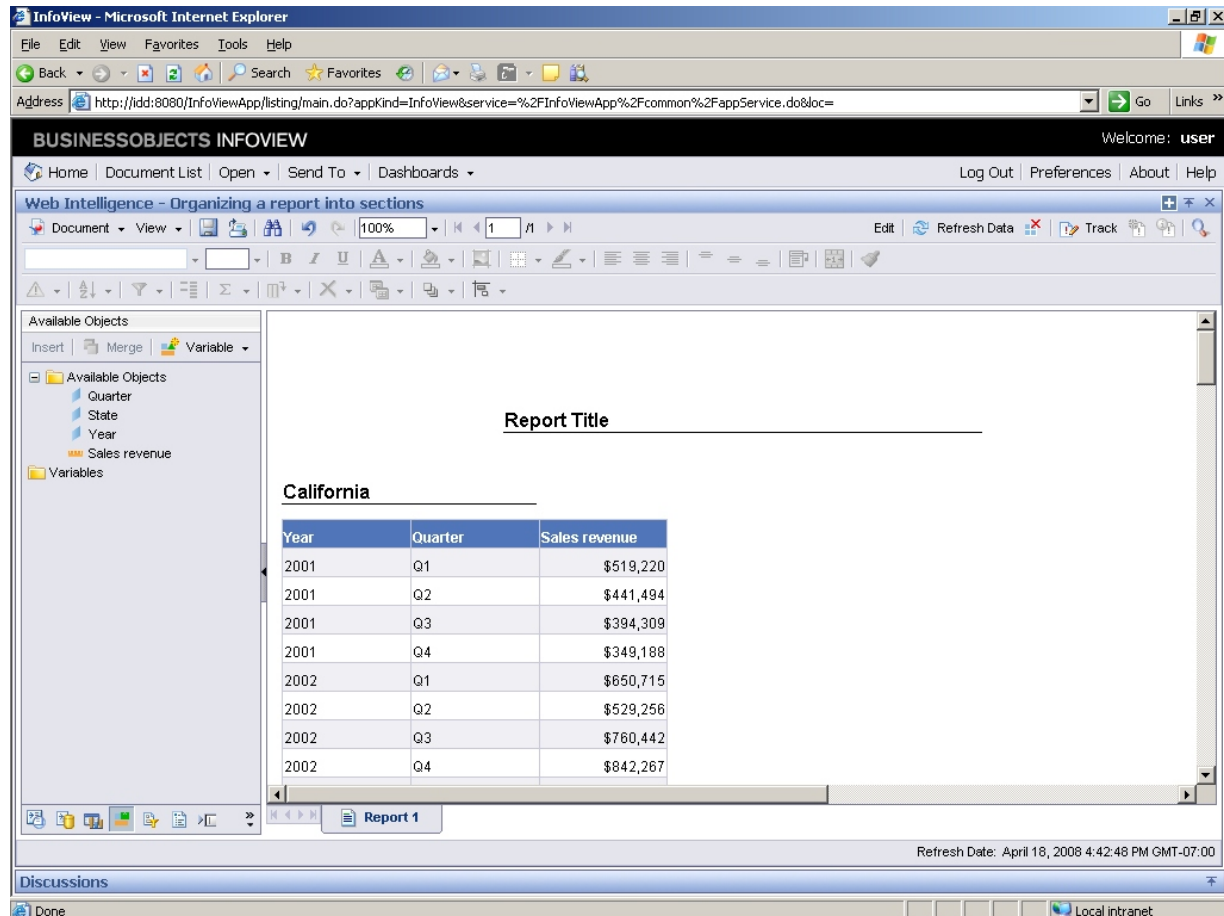
Year	Quarter	State	Sales revenue
2001	Q1	California	
2001	Q1	Colorado	
2001	Q1	DC	
2001	Q1	Florida	\$137,530
2001	Q1	Illinois	\$256,454
2001	Q1	Massachusetts	\$92,596
2001	Q1	New York	\$555,983
2001	Q1	Texas	\$758,796
2001	Q2	California	\$441,494
2001	Q2	Colorado	\$129,076

The interface includes a top navigation bar with "Home", "Document List", "Open", "Send To", and "Dashboards". A right sidebar contains "Log Out", "Preferences", "About", and "Help". The bottom status bar shows "Refresh Date: April 18, 2008 4:42:48 PM GMT-07:00" and "Local intranet".

- Click the **Set as Section** list item.

Organizing a report into sections

Navigation map



The screenshot shows the Business Objects InfoView interface in a Microsoft Internet Explorer browser. The main content area displays a report titled "California" with a table of sales revenue data. The table has three columns: Year, Quarter, and Sales revenue. The data is organized into sub-groups by year and quarter. The left panel shows the "Available Objects" tree with "Quarter", "State", and "Year" objects. The bottom status bar indicates the refresh date as April 18, 2008 4:42:48 PM GMT-07:00.

Year	Quarter	Sales revenue
2001	Q1	\$519,220
2001	Q2	\$441,494
2001	Q3	\$394,309
2001	Q4	\$349,188
2002	Q1	\$650,715
2002	Q2	\$529,256
2002	Q3	\$760,442
2002	Q4	\$842,267

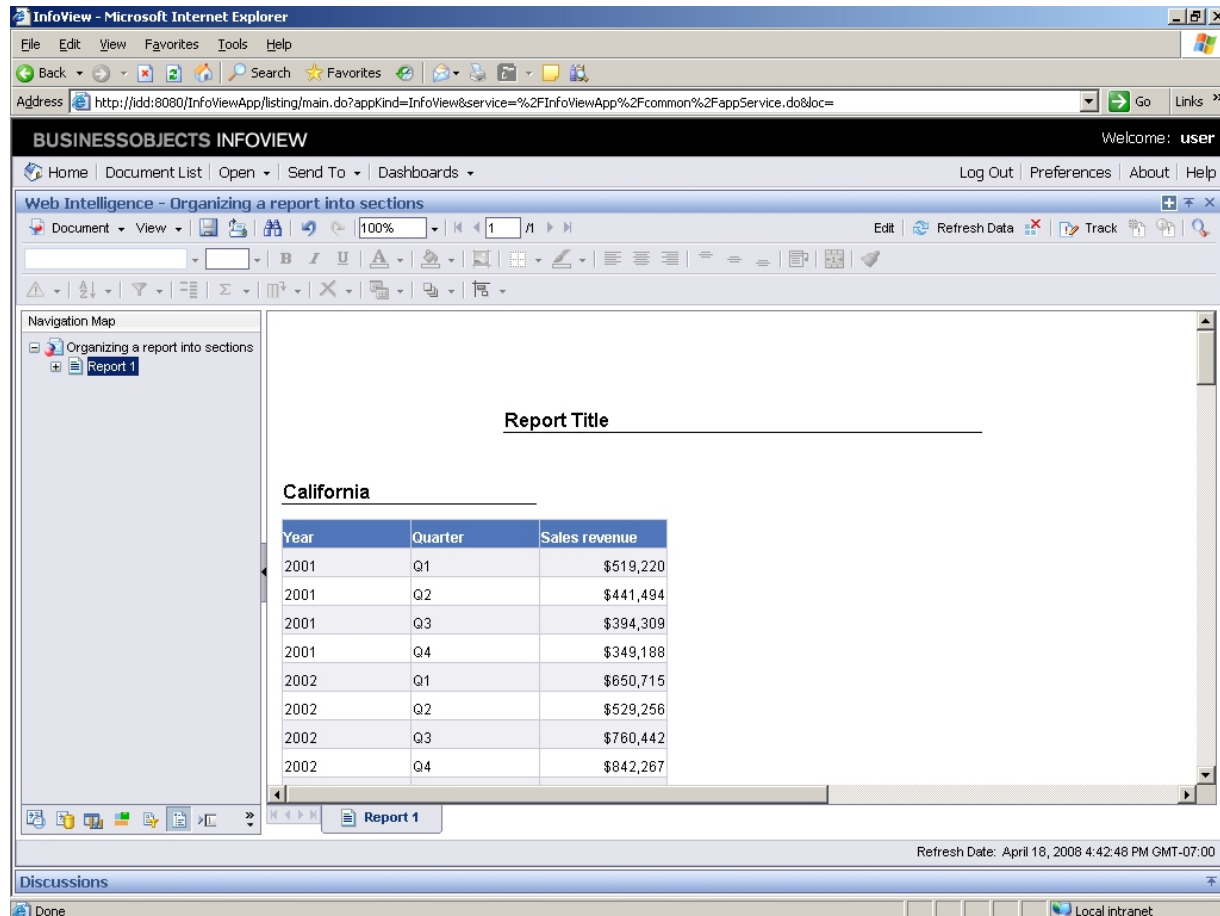
- Click the **Left panel** dropdown button to activate the menu.

The table has been broken up into sub-groups. Each value returned by the State object is now a section header.

You can navigate throughout the sections using the Navigation Map pane, which displays all the reports and sections contained in this document.

Organizing a report into sections

Navigation map



The screenshot shows the Business Objects InfoView web application. The main content area displays a report titled "Organizing a report into sections". On the left, a "Navigation Map" pane shows a tree structure with "Organizing a report into sections" and "Report 1". The report content includes a section titled "California" followed by a table of sales revenue data.

Year	Quarter	Sales revenue
2001	Q1	\$519,220
2001	Q2	\$441,494
2001	Q3	\$394,309
2001	Q4	\$349,188
2002	Q1	\$650,715
2002	Q2	\$529,256
2002	Q3	\$760,442
2002	Q4	\$842,267

- Click the + button before the **Report1** tree item.

There is only one report in this document. When the document contains multiple reports, you can use the Navigation Map to see at a glance all the reports and how they are structured.

- Click the **New York** link.
- Press [Enter] to continue.

You have scrolled to the New York section.

Organizing a report into sections

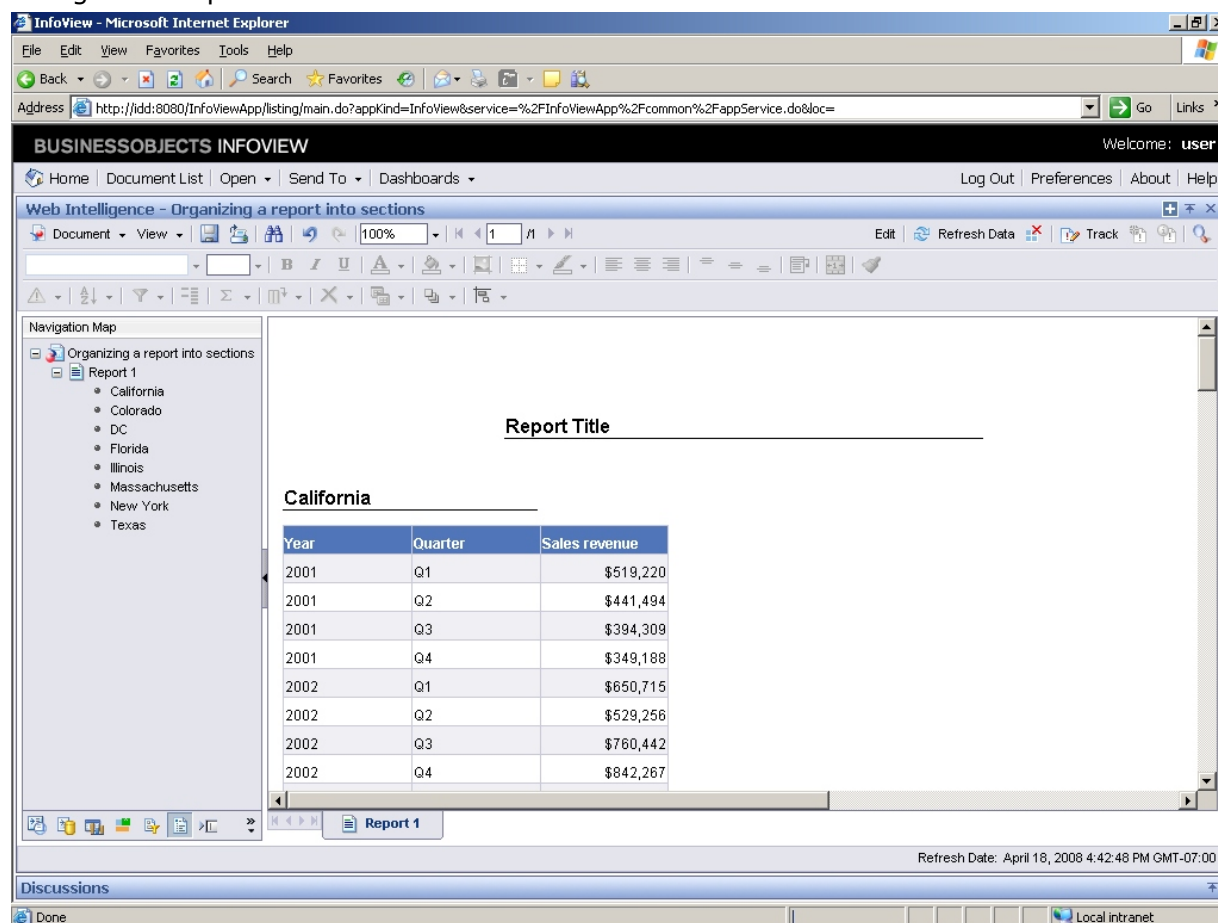
You can use the Navigation Map tab to jump from report to report as well as navigating from section to section. This is useful when you have a large document with multiple reports and many sections to navigate through.

Press **[Enter]** to continue.

8. Click the **Report1** link.

Return to the top of the report.

Navigation map



The screenshot shows the Business Objects InfoView web application. The left sidebar contains a 'Navigation Map' with a tree structure: 'Organizing a report into sections' > 'Report 1' > 'California'. The main content area displays a report titled 'Report Title' with a section for 'California'. Below this section is a table with the following data:

Year	Quarter	Sales revenue
2001	Q1	\$519,220
2001	Q2	\$441,494
2001	Q3	\$394,309
2001	Q4	\$349,188
2002	Q1	\$650,715
2002	Q2	\$529,256
2002	Q3	\$760,442
2002	Q4	\$842,267

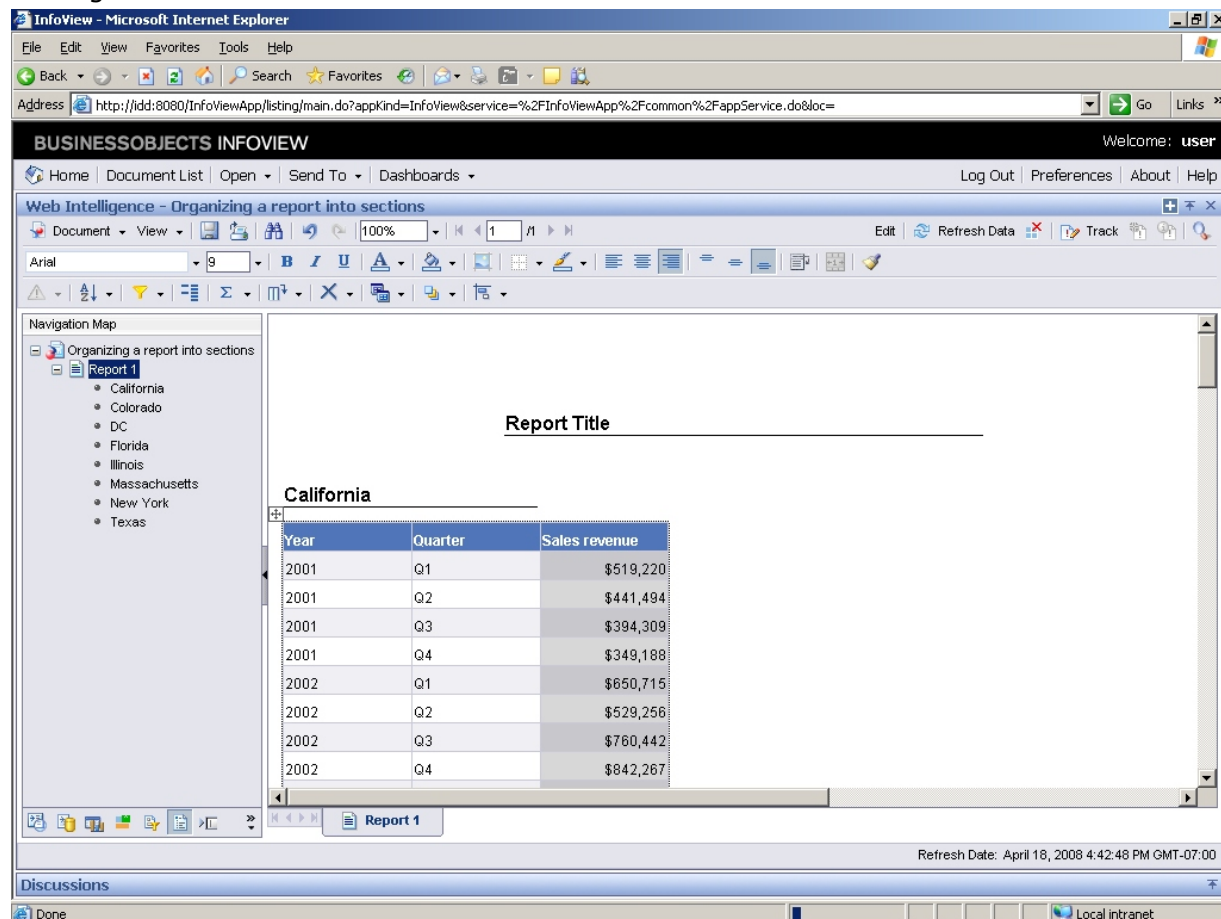
The interface also includes a 'Discussions' section at the bottom and a 'Refresh Date' of April 18, 2008 4:42:48 PM GMT-07:00.

Organizing a report into sections

- Click an entry in the **Sales revenue** column.

Now display the revenue totals for each section.


Adding calculations



The screenshot shows the Business Objects InfoView Web Intelligence interface. The report is titled "Organizing a report into sections". The left navigation pane shows a tree structure with "Report 1" selected, which contains a section for "California". The main area displays a table with the following data:

Year	Quarter	Sales revenue
2001	Q1	\$519,220
2001	Q2	\$441,494
2001	Q3	\$394,309
2001	Q4	\$349,188
2002	Q1	\$650,715
2002	Q2	\$529,256
2002	Q3	\$760,442
2002	Q4	\$842,267

The interface includes a navigation map on the left, a toolbar at the top, and a status bar at the bottom showing the refresh date as April 18, 2008 4:42:48 PM GMT-07:00.

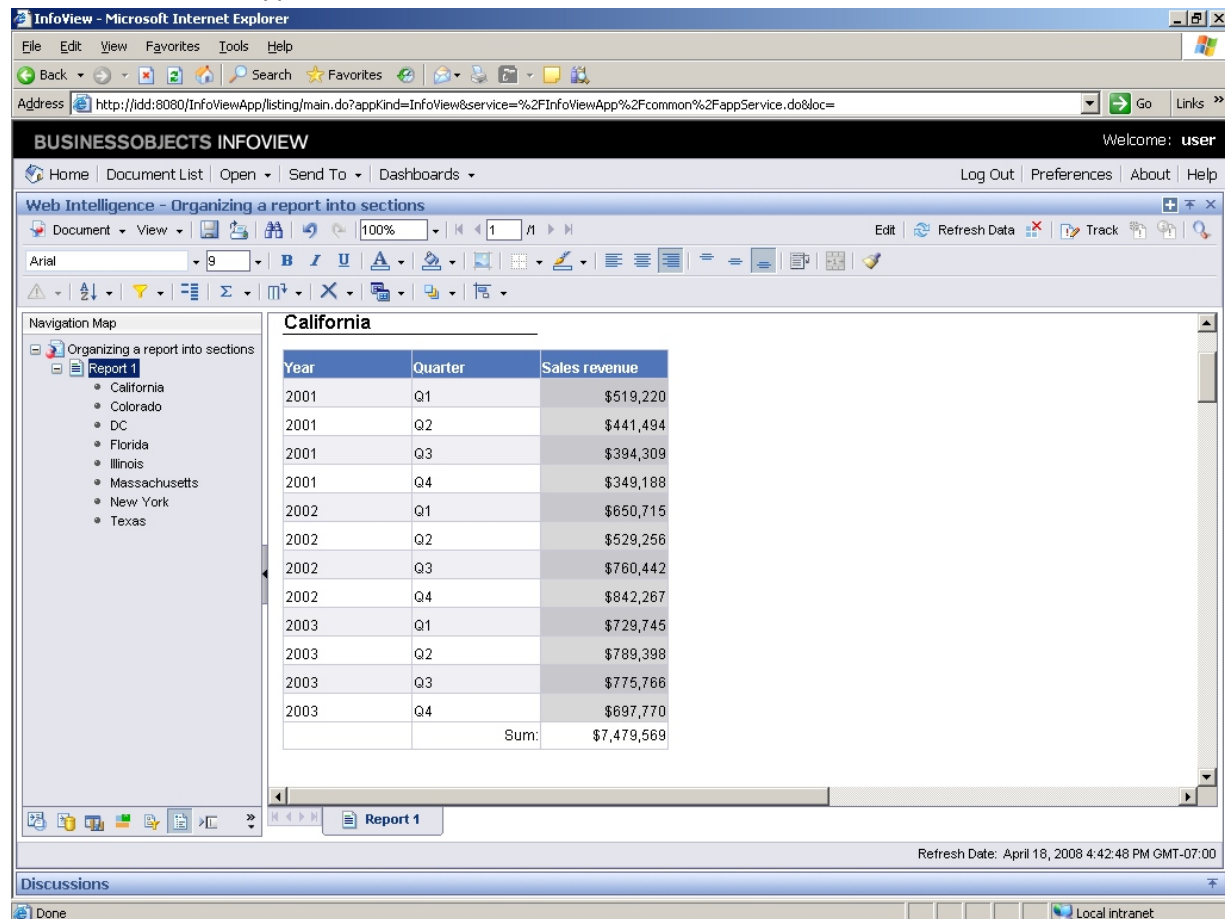
- Click the **Calculation** button .
- Press [Enter] to continue.

The sum is calculated and inserted into a new row at the bottom of the table. The sum total of sales revenue for that section is displayed at the end of the report.

Organizing a report into sections

Press **[Enter]** to continue.

Charts and Table types



The screenshot shows the Business Objects InfoView interface in a Microsoft Internet Explorer browser. The main content area displays a report titled "California" with a table of sales revenue data. The table has three columns: Year, Quarter, and Sales revenue. The data is organized by year (2001, 2002, 2003) and quarter (Q1, Q2, Q3, Q4). A summary row at the bottom shows the total sales revenue for each year.

Year	Quarter	Sales revenue
2001	Q1	\$519,220
2001	Q2	\$441,494
2001	Q3	\$394,309
2001	Q4	\$349,188
2002	Q1	\$650,715
2002	Q2	\$529,256
2002	Q3	\$760,442
2002	Q4	\$842,267
2003	Q1	\$729,745
2003	Q2	\$789,398
2003	Q3	\$775,766
2003	Q4	\$697,770
	Sum:	\$7,479,569

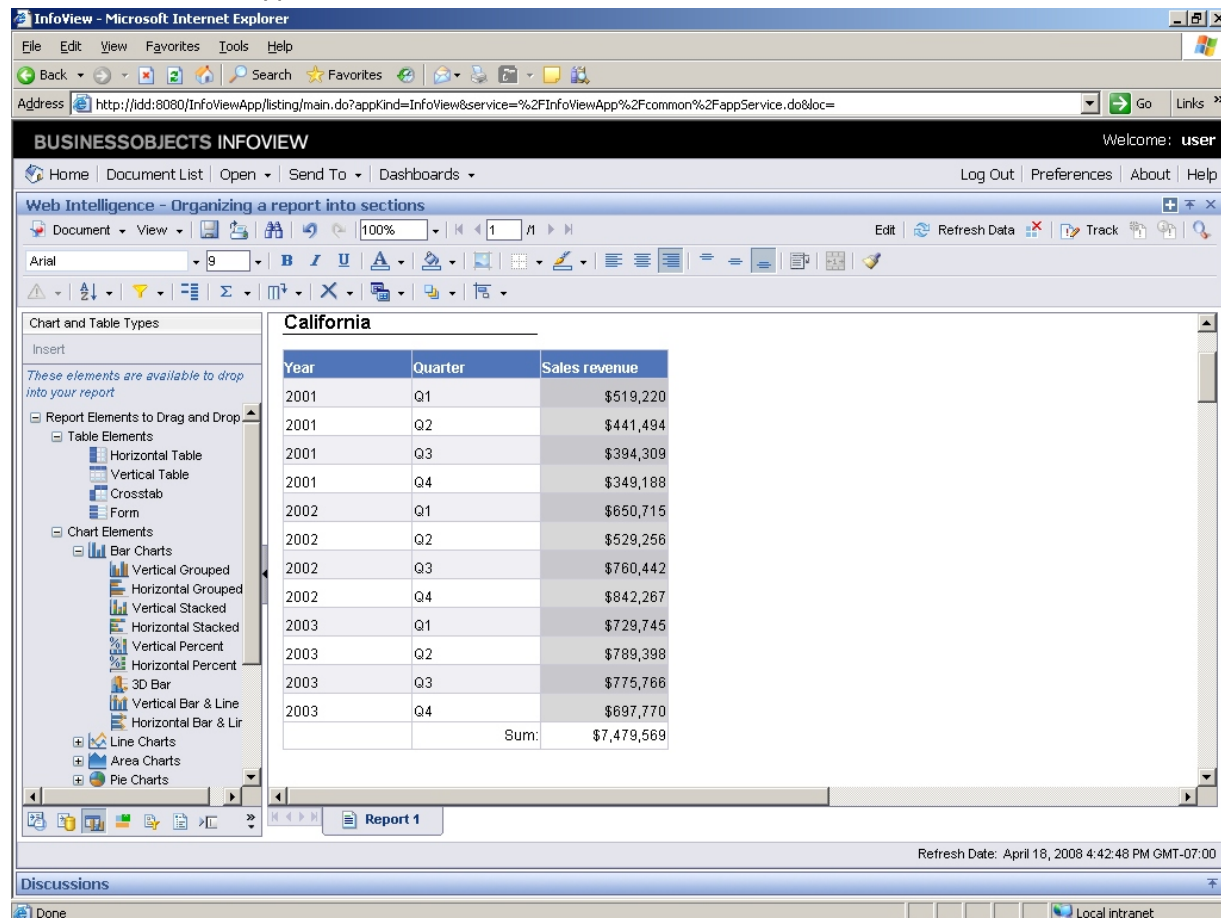
The interface includes a Navigation Map on the left side, showing a tree structure of reports and sections. The "Report 1" section is selected, and the "California" report is displayed. The bottom of the interface shows a "Refresh Date" of April 18, 2008 4:42:48 PM GMT-07:00.

- Click the **Left panel** dropdown button to activate the menu.

You can insert a block into each section. Move to the Chart and Table Types pane in order to insert a Bar chart into each section.

Organizing a report into sections

Charts and Table types



The screenshot shows the Business Objects InfoView interface. The main window displays a report titled "California" with a table of sales revenue data. The left sidebar shows the "Chart and Table Types" menu, where "Vertical Grouped" bar chart is selected. The table data is as follows:

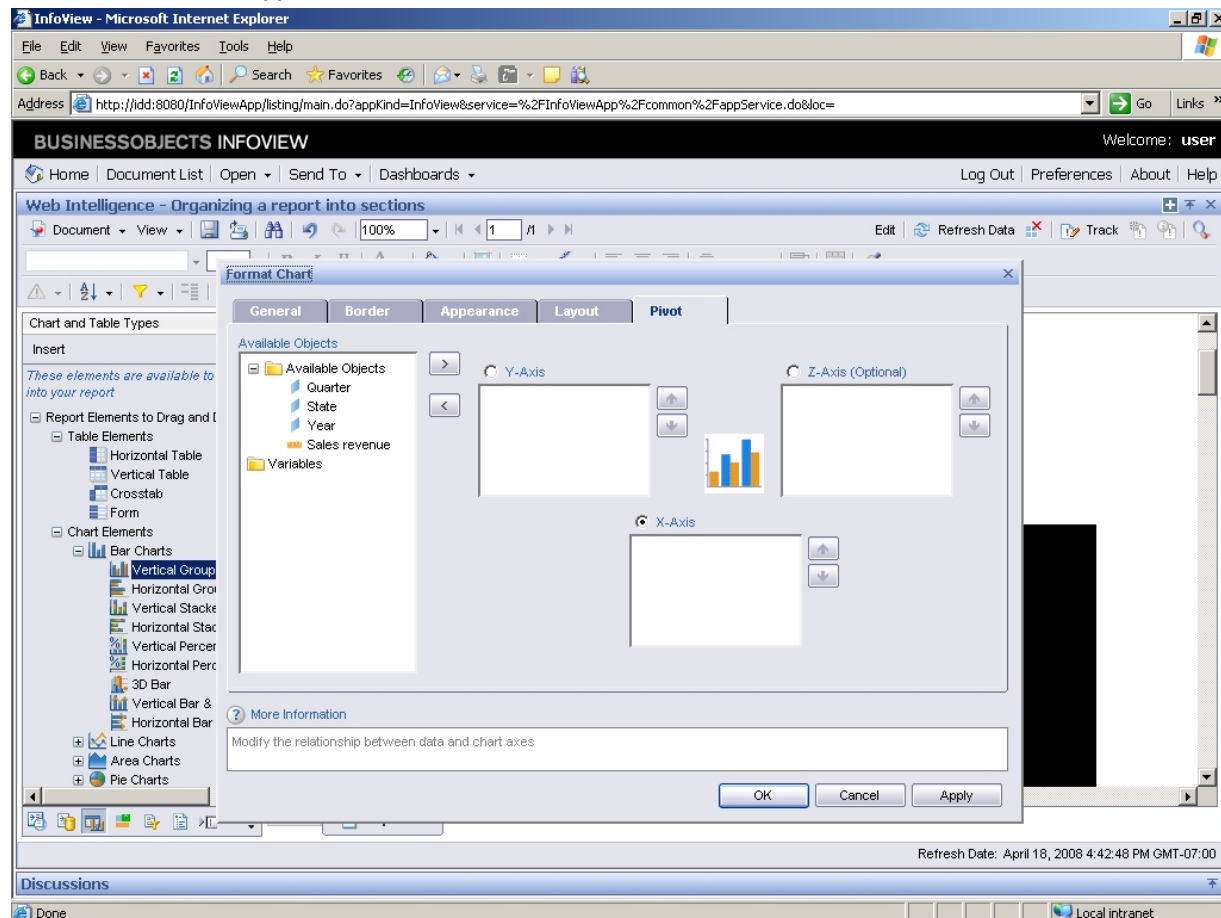
Year	Quarter	Sales revenue
2001	Q1	\$519,220
2001	Q2	\$441,494
2001	Q3	\$394,309
2001	Q4	\$349,188
2002	Q1	\$650,715
2002	Q2	\$529,256
2002	Q3	\$760,442
2002	Q4	\$842,267
2003	Q1	\$729,745
2003	Q2	\$789,398
2003	Q3	\$775,766
2003	Q4	\$697,770
Sum:		\$7,479,569

- Press the left mouse button on **Vertical Grouped** and drag to the desired location.

Insert a Vertical Grouped Bar chart into the section.

Organizing a report into sections

Charts and Table types



14. Press [Enter] to continue.

The Format Chart box automatically appears.

There are three methods you can use to position each object on the appropriate chart axis:

- You can use drag-and-drop to move the object to the axis box.
- You can select the axis box and then double-click the object to be positioned there.
- You can use the arrows to move each object to the axis box.

Press **[Enter]** to continue.

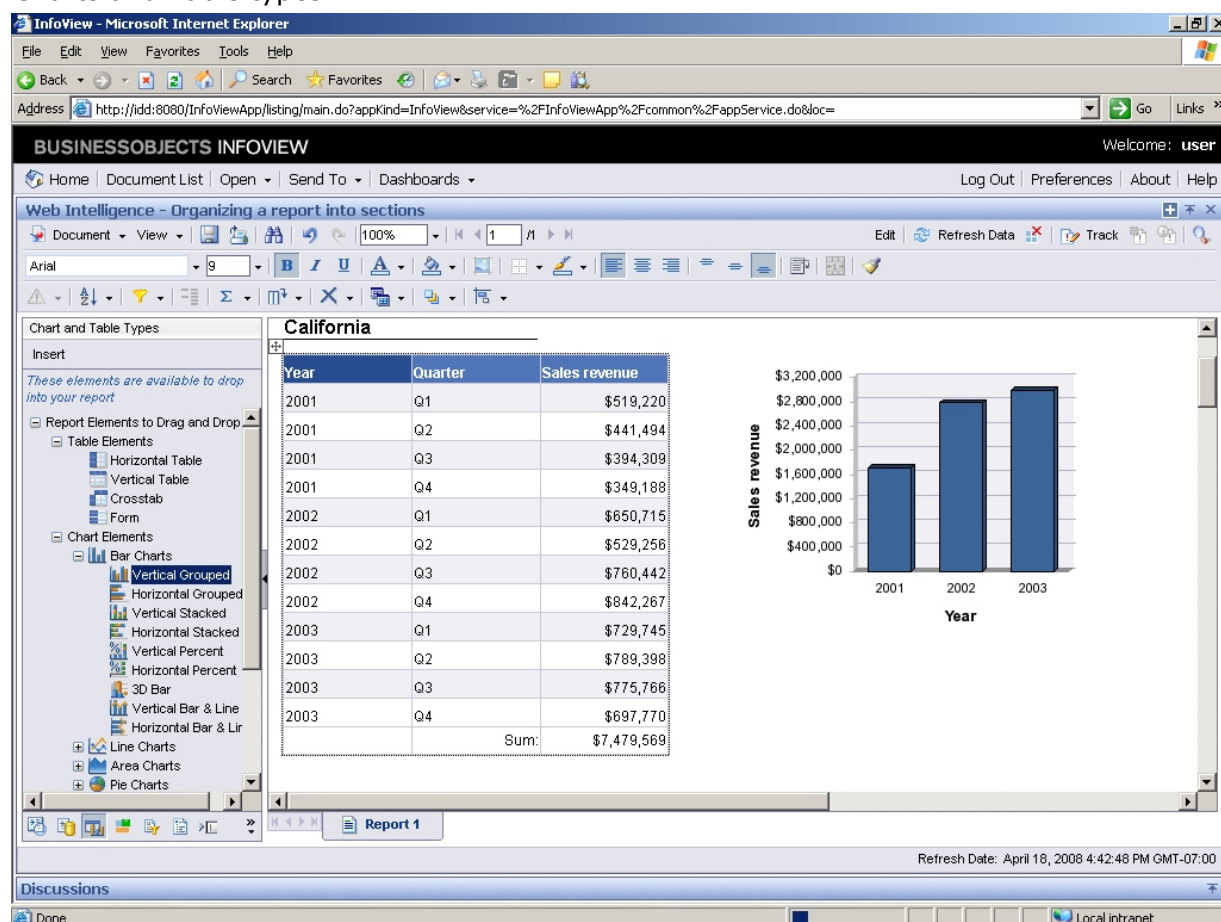
Organizing a report into sections

15. Double-click the **Year** object.

The X-Axis box is selected by default. This is the axis where you will position a dimension object.

16. Click the **Y-Axis** option.
17. Double-click the **Sales revenue** object.
18. Click **OK**.

Charts and Table types



The screenshot shows the Business Objects InfoView interface in Microsoft Internet Explorer. The main window displays a report titled "California" with a table and a bar chart. The table shows sales revenue by year and quarter, and the bar chart visualizes the annual sales revenue for the years 2001, 2002, and 2003.

Year	Quarter	Sales revenue
2001	Q1	\$519,220
2001	Q2	\$441,494
2001	Q3	\$394,309
2001	Q4	\$349,188
2002	Q1	\$650,715
2002	Q2	\$529,256
2002	Q3	\$760,442
2002	Q4	\$842,267
2003	Q1	\$729,745
2003	Q2	\$789,398
2003	Q3	\$775,766
2003	Q4	\$697,770
Sum:		\$7,479,569

The bar chart displays the annual sales revenue for the years 2001, 2002, and 2003. The Y-axis represents Sales revenue, ranging from \$0 to \$3,200,000. The X-axis represents the Year.

Organizing a report into sections

19. Press [Enter] to continue.

The vertical bar chart has been inserted in each section of the report.
This chart displays sales revenue per year for California.

Press **[Enter]** to continue.